



# Tips on how to be a Successful Student

## **Show up to class early**

Plan to arrive 20-30 minutes to campus before your class starts to give yourself extra time in case there is traffic or you have a hard time finding a parking spot. This will also help you prepare yourself to be calm, be able to focus on your class, and get a good seat instead of being distracted and frazzled if you're running late.

## **Come to class prepared**

Bring all your materials to class including your textbook and something to take notes (paper and pen or your tablet). Be sure to read the chapter before you go to class so you are familiar with the topic the professor is going to discuss. Come ready with questions on things you need clarification on. Review any notes you have from the prior class to refresh your memory on the subject you are discussing.

## **Sit in the front row**

Sitting in the front helps you to listen and be actively engaged instead of being distracted by other students, text messages, cell phone app notifications, etc. Make sure you take notes and ask questions you may have.

## **Get to know your classmates**

Get the contact information for at least two of your classmates. You can create a study group together or get a copy of notes if you have to miss a class session. Try to pick other students in the class that are focused and eager to learn like you are.

## **Make a good first impression**

Just like you make first impressions about your professor, your professor is also creating impressions about you. Make it a good impression by showing up on time, being polite, being actively engaged in class and participating in class discussion. Steer clear of texting, dozing off or talking with your classmates while your professor is lecturing.

## **Stay the entire class**

Leaving a class early may be viewed as a sign of disrespect by your professor. Email or talk to your professor before class to let them know if you must leave class early. Find a way to get notes from the information you missed from a classmate.

**Use a calendar, schedule time realistically, and follow course syllabi**

Make sure you write down the dates for all of your assignments, tests, and projects in your calendar. Schedule study time into your calendar as well including 2 hours of study for each hour in class. Don't forget to set aside time for family, social life, work, class, study, and transportation. Remember a 15-unit semester load is equivalent to a full-time job and you'll be dedicating 45 hours a week to just school!

**Maintain a healthy lifestyle**

Your lifestyle will help you with the stress levels associated with being a college student and in everyday life. Take time to eat right, exercise a couple times a week, avoid alcohol and drugs, and get plenty of sleep.

**Seek assistance**

Visit your professor during their office hours with questions or concerns. Visit our [Center for Academic Success](#) for tutoring, see a [counselor for academic counseling](#), utilize the services in our [Career Center](#), or make an appointment with a therapist for [personal counseling](#).

**Hand in work on time and do not miss exams**

After using all the academic support services we have on campus you should be ready to submit your college-level work ready. Make sure you plan ahead early and submit your work on the due date.